NAVY FOIA ADMIN CHECKLIST

FOIA Case #:	2018-002663	Sister Case #		PRIVACY ACT CLA	SSIFIED APPEAL	LITIGAT	ION	
Subject:	Correspondence to and fi	rom DON JAG October 10	0, 2015 to P	REFERRAL CON	GRESS HIGH-VIZ	☐ HIGH-VIZ ☐ CONSULTATION		
Requester / Org.	g. R. Hammond			Request Received Via: FOIAonline Caseworker:				
Fee Category: Other Processing Track: Complex				Receipt Date: Dec 28, 2017 Date Assigned: Date Due:				
	In-Processing	Initi		Case	worker	Initial	Date	
✓ Appellate A	uthority OJAG 1	(b) ((6) ₁₂₋₂₈₋₁₇	10-Day Extension Let	ter Sent			
☐ PII removed from FOIA request (Paper/Tool)				20-Day Letter Sent	20-Days Expires:			
Request Logged into FOL by: (b) (6)				DD2086 Fee Assessm	ent Completed or (N/A)			
✓ Short Description 12-28-17				Team Lead Review	TIME?			
	ed into In/Out Processing	Excel Tracker	12-28-17	Legal Review				
✓ Acknowledg	gment sent to Requeste	er/Ack. Date	12-28-17	Signature Package Sig	med (Final)			
☐ EXPEDITED ☐ Granted ☐ Denied				☐ PERF	ECTED?			
✓ FEE WA	AIVER Granted	Denied	12-28-17	Resp. Docs Uploaded	to FOL for Final Review			
Consultation Sent to:				☐ Notes/Emails Upload	ed to FOIAonline			
TV5 Tasking	g Sent to:			Final Response sent to	Requester			
			Out-Pro	ocessing				
Logged Clos	sed Cases in In/Out Pro	cessing Tracker	T	(Classified) Case Closed	in Processing Tracker	1 [
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	Final Disp	osition		Total Pages Processed	Total Processing Time	Initial	Date	
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2 Years 6	Record Retentio	n	# Responsive I		ive Records Exemptions			
	Years Destroy Date	n	# Responsive I	Docs. # Pages				
Date In	Years Destroy Date		# Responsive I	Pocs. # Pages Comments		Time	e (Hrs)	
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For Official Heading (FOUO) Relivery Sensitive. Any miseso or unauthorized disclosure may result to both criminal and civil penalues.

FOIA Case #: 2018-002663

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